

Contact Details

Name
Address
Phone number
Email address

01

Jane Jobscan
Seattle, WA 98101
(555) 555-5555 - jane.jobscan@jobscan.co.linkedin.com/in/jane-jobscan

Date

02

February 25, 2023

Recipient's Information

03

Lavinia Smith
Hiring Manager
Media Raven, Inc.
Ponteonville, MS 38862

Greeting

Whenever possible, address the hiring manager by name.

04

Dear Ms. Smith:

Opening

Who are you?
What are your relevant skills and accomplishments?

05

I read your advertisement for a marketing manager at Media Raven Inc. with great interest.

As J&J Company's marketing manager since 2018, I directed all phases of both the creative and technical elements of marketing initiatives including data mining, brand creation, print/web collateral development, lead generation, channel partner cultivation, customer segmentation/profiling, as well as CRM and acquisition strategies.

Body (1-3 paragraphs)

What do you know about the company?
Why are you applying for this job?
What value can you bring to the company?
Include measurable results when possible.

06

Perhaps most importantly, I offer a history of proven results, as evidenced by the following marketing accomplishments for my current employer:

- Captured a 28% expansion in customer base since 2018, achieved during a period of overall decline in the retail industry.
- Led national marketing campaign (comprised of trade show, media, and PD initiatives) of my company's newly launched technology services division.
- Developed and executed SEO strategy that achieved and sustained top 3 rankings on Google (organic, nonpaid results) for key product search terms.
- Oversaw the creation of a new company logo and rebranded 100+ products to cement a cohesive corporate identity and support new company direction.

Given the opportunity, I'm confident in my ability to achieve similar groundbreaking marketing results for Media Raven, Inc.

Closing

Reiterate your interest.
Add a Call to Action.
Mention any attachments.

07

Ms. Smith, I would welcome the chance to discuss your marketing objectives and the ways I can help you attain them. Feel free to call me at (555) 555-5555 or email me at jane.jobscan@jobscan.co to arrange a meeting. I look forward to speaking with you.

Professional sign-off

08

Sincerely,
Jane Jobscan

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Brendan G. Carr

A red circular graphic with a gradient, appearing as a stylized arrow or a partial circle, located to the right of the author's name.

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IBM Flex System p270 Compute Node Planning and Implementation Guide David Watts, Kerry Anders, Simon Casey, Fabien Willmann, IBM Redbooks, 2014-01-07 To meet today's complex and ever changing business demands you need a solid foundation of compute storage networking and software resources that is simple to deploy and can quickly and automatically adapt to changing conditions You also need to make full use of broad expertise and proven preferred practices in systems management applications hardware maintenance and more The IBM Flex System p270 Compute Node is an IBM Power Systems™ server that is based on the new dual chip module POWER7™ processor and is optimized for virtualization performance and efficiency The server supports IBM AIX IBM i or Linux operating environments and is designed to run various workloads in IBM PureFlex™ System The p270 Compute Node is a follow on to the IBM Flex System™ p260 Compute Node This IBM Redbooks publication is a comprehensive guide to the p270 Compute Node We introduce the related Flex System offerings and describe the compute node in detail We then describe planning and implementation steps including converged networking management virtualization and operating system installation This book is for customers IBM Business Partners and IBM technical specialists who want to understand the new offerings and plan and implement an IBM Flex System installation that involves the Power Systems compute nodes **Grease Your Job**

Search Skids • Cover Letters Dennis Buckmaster, 2015-01-22 No more lame Sucky boring predictable cover letters No more Enclosed is my resume Blah Blah No more I am responding to I saw with great interest no more My friend told me about Now is the time to get BOLD Essential to an effective job search is effective written correspondence including cover letters We all recognize that the Johnny come latelies and instant sidewalk career counselors are legions in today's career counseling market Here Dennis Buckmaster with thirty years experience has guided more than 30 000 clients in Greasing Their Job Search Skids via creative impactful correspondence Seize employers attention set the stage for your follow up interviews and offers In Grease the Skids of Your Job Search discover methodologies to creating effective correspondence step by step with numerous real life examples designed to spark your inner creativity and effectiveness in the job search process How to Write Successful Cover Letters Eric R. Martin, Karyn E. Langhorne, 1994 How to Write Successful Cover Letters outlines the three main steps in writing a cover letter You need an eye catching beginning an information section that tells potential employers something about you and a memorable conclusion *NISC DISC User's Guide* National

Information Services Corporation, 1997 **IV. ASC-2022/Fall Congress Hosted by - Change & Shaping The Future**

Assoc. Prof. Hamza Şimşek - Prof. Dr. Susran Erkan EROĞLU - Prof. Dr. Avdhesh Jha- Prof. Dr. Muhammad Ashfaq - Dr. Iwona Florek- Dr. Logaiswari Indiran, 2023-01-03 We were established in 2020 as an academic studies group The purpose of our group is to share academic information write academic books and share new views and ideas Our group which started its activities with this mission has become an association in 2022 The Academic Studies Group is a group formed by faculty

members from more than 20 countries Our group consists of 800 academicians 500 of whom are from Turkey and 300 from various countries of the world We held our first congress together with a University in May 2021 We held our second congress together with Karabuk University in October 2021 We held our th rd congress together with Osmaniye Korkut Ata University in May 2022 IV The International Congress of Academic Studies ASC 2022 FALL held in Poland between 3 5 November 2022 hosted by Alcide De Gasperi University of Euroregional Economy POLAND face to face and online As the Academic Working Group we are getting stronger with each congress We would like to thank the organizing committee and our authors for their support at the congress We hope to unite this cooperation under the roof of an institute or university in the coming years

Vault Guide to Resumes, Cover Letters & Interviews ,2001 Professional career guide from the Vault Career Library uniquely combining all three areas of job searching and interviewing

Job Coach-Life Coach-Executive Coach-Branding-Letter & Resume-Writing Service Anne Hart,2005-10-07 Here s how to start your personal service business Develop an icon logo and motto for your coaching clients As a job or career coach an executive coach or a life coach you will be presenting and classifying your client s competencies writing resumes cover letters and creating a wide variety of business correspondence including sales letters news releases and direct mail copy You will be planning events for your clients and their prospective employers You ll need to really work a room to find clients as well as niches or jobs for clients when networking at professional associations and trade shows Most frequently you ll be asked to write evaluate and repackage resumes cover letters and other summaries of qualifications of your clients A resume is a summary of qualifications A career coach helps clients find success by taking step by step detailed concrete strategies that solve specific problems get results and reach a defined goal A resume writing business online can be combined with a career coaching enterprise The steps are outlined here for you to follow in chronological order to open and operate a resume writing service business and also a career coaching enterprise online from your home mobile location or office You can telecommute online and still help people find direction by offering information training or consulting services Here s how to open an online business at home presenting and packaging your clients competencies Make your living writing resumes business letters and being a job coach Help clients obtain appoints for interviews that may eventually lead to finding work Write and repackage resumes and all types of business correspondence from cover letters and follow ups to direct mail or trade show sales letters

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Maria Langer,1995 This user friendly guide contains easy to find information about the latest version s new and significantly changed features The author includes practical examples of Word at work and offers step by step instructions for creating many different kinds of useful documents including brochures postcards overhead transparencies resumes signs and more

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 - The Rise of Digital Reading Cover Letter Guide Install
 - Advantages of eBooks Over Traditional Books
2. Identifying Cover Letter Guide Install
 - Exploring Different Genres
 - Considering Fiction vs. Non-Fiction
 - Determining Your Reading Goals
3. Choosing the Right eBook Platform
 - Popular eBook Platforms
 - Features to Look for in an Cover Letter Guide Install
 - User-Friendly Interface
4. Exploring eBook Recommendations from Cover Letter Guide Install
 - Personalized Recommendations
 - Cover Letter Guide Install User Reviews and Ratings
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 - Participating in Virtual Book Clubs
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 - Setting Reading Goals Cover Letter Guide Install
 - Carving Out Dedicated Reading Time
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 - Distinguishing Credible Sources
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 - Utilizing eBooks for Skill Development
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 - Integration of Multimedia Elements
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